Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

School Infrastructure Database (SID)

New to the SID?

Questions?
e-mail: CEPI@michigan.gov
Contact: (517) 335-0505, option 3

New to the SID?

It is suggested that you print this document and use it as a guide as you browse the SID Web pages.

- What is the SID?
- Where do I start?
  - Security access to the application
  - Access to the user support materials
  - Getting started
- How do I submit data to the SID?
  - SID online application
- Where do I find help?
  - User support documents
  - SID Listserv
  - CEPI customer support

What is the SID?

The School Infrastructure Database (SID) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is an office within the State Budget Office and is responsible for the collection and reporting of data about Michigan's kindergarten-through-twelfth-grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The SID is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools/facilities. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The SID is designed to collect data about safety practices and incidences of crime in public schools/facilities, dual enrollment, and alternative education services. The data collected via the SID will be used to meet reporting requirements of the federal *No Child Left Behind Act of 2001,* as well as state reporting requirements.

SID data are due to CEPI by June 30 of each year. These end-of-year (EOY) data must be accurate as of the last day of the school year for the local districts, ISDs or PSAs. A school year is from July 1 to June 30.

MEIS Overview

For an overview of the MEIS, go to the CEPI home page at www.michigan.gov/cepi. Click on "CEPI Applications" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data set that CEPI manages. For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining an MEIS account, click on "New to the MEIS?" under the heading MEIS Help and Training Resources. Newcomers may wish to access the "Acronyms and Abbreviations" under the heading MEIS Help and Training Resources.

Where do I start?

Step One: Check out the SID Web page

The most up-to-date information regarding a SID submission is posted to the SID Web page on the CEPI Web site. From the CEPI home page, click on "CEPI Applications" and then click on "School Infrastructure Database." The SID Web page is divided into sections of pertinent information regarding the SID submission and provides "Quick Links" to other sites with valuable information. Reading the documentation provides basic knowledge of what the SID submission encompasses. Be sure to print copies of the current Data Field Descriptions and any addenda. Reading these documents is essential for accurate data submissions.

Step Two: Open an MEIS account

The SID Application is available to authorized users of both the MEIS and the SID Application. To become an authorized user of the SID Application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the MEIS Web site at https://cepi.state.mi.us/MEISPublic/. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Step Three: Submit a SID Security Agreement

After you have established your MEIS account, download the SID Security Agreement from the CEPI Web site. From the CEPI home page, click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Security Agreement is located in the pink box titled "Submit SID Data to CEPI." Complete the Security Agreement, obtain the proper signature(s) and fax the form to the number at the bottom of the page. When you have been given access to the SID Application, you will receive an e-mail message stating that you are now an authorized user of the SID Application.

Step Four: SID Data Field Descriptions

Be sure to print and read the current SID Data Field Descriptions and any addenda that have been posted to the SID Web page. These documents are located in the yellow box titled "SID Data Manual."

How do I submit data to the SID?

Data are submitted via the SID Online Application or through a bulk upload file online. Any data submitted must conform to specifications outlined in the SID Data Field Descriptions and any addenda. Files submitted through the bulk upload must conform to the specifications in the SID Data Field Descriptions and the SID Record Layout. These documents may be found at www.michigan.gov/cepi. Click on "CEPI Applications" and then click on "School Infrastructure Database."

Where do I find help?

User Support Materials

User support materials are available on the SID Web page located in the section titled "**SID Help**." User's Guides are posted for each submission cycle for the SID Application. In addition, other helpful resources are available, such as the Frequently Asked Questions (FAQs), SID Worksheets, Dual Enrollment FAQs and instructions for joining the SID Listserv.

The **SID Worksheet** has been provided for districts to use as a tool in gathering data required to be submitted in the SID Online Application. Districts are encouraged to utilize this worksheet throughout the school year so that data are available for each district's SID submission, due by June 30 of each year. A long and short version of the worksheet is available. All data must be submitted through the SID Application.

The **SID Listserv** functions as a communication link for district personnel to ask and/or discuss questions concerning the SID submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts. To become a member of the SID Listserv, go to "SID Help" and click on "How to Join the SID Listserv." Follow the directions, or send an e-mail message to listserv@listserv.michigan.gov with no subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe CEPI-SID.

To unsubscribe from the listserv, send an e-mail message to listserv@listserv.michigan.gov with the following in the body of the message (no other text): signoff CEPI-SID.

CEPI Customer Support

For application concerns, please send an e-mail message to CEPI customer support at CEPI@michigan.gov. E-mail provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If e-mail is not an option, you may contact CEPI customer support at (517) 335-0505, and select option 3. In either case, please include: your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific question(s).

MEIS Account and Password Resets

All questions concerning your MEIS account number and/or password should be directed to CEPI customer support at (517) 335-0505, option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address and your specific question(s).